

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

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***Recruitment & Examination Announcement***

**This is a position-specific recruitment, limited to current employees of the Department of Public Safety and Correctional Services and DPSCS Agencies.**

**Recruitment For:**      **CORRECTIONAL SUPPLY OFFICER SUPERVISOR**

**Announcement #: 10-4094-901**

**(List both the title and announcement number on your application.)**

**Location:**              Maryland Correctional Pre-Release System – Brockbridge Correctional Facility

**Salary:**                **\$33,723 - \$52,915 (Grade 13)**  
(Salary reductions may apply until 6/30/11 per Executive Order 01.01.2010.11 – State Employees' Furlough and Temporary Salary Reduction Plan.)

**Closing Date:**        **June 25, 2010**

**Position Duties:**      This is the supervisory level of work involving the custody, security and supervision of adult inmates in storekeeping and warehousing operations at a correctional facility. Employees in this classification supervise Correctional Supply Officers.

**Minimum Qualifications:**

**Education** -      High School Diploma or GED certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

**Experience** -      Two (2) years of experience involving the custody, security, and supervision of adult inmate workers in storekeeping or warehousing operations at a correctional facility.

**Note:**                The above educational requirement is set by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209.

**Licenses, Registrations and Certificates:**

Some employees in this classification may be required to operate large vans for the transportation of inmates and supplies. Employees assigned such duties will be required to acquire a Class C Maryland driver's license.

**Special Requirements:**

1. Employees who have not already done so must meet the selected standards required and successfully complete the training prescribed by the Correctional Training Commission for institutional support staff during their probationary period. (Article 41, Section 4-301 (a) of the Annotated Code). Selection standards, in accordance with COMAR 12.10.01.04, include the following:

U.S. Citizenship or Resident Alien status  
Must be at least 21 years of age  
A completed background investigation  
Oral interview  
Physical & Psychological Evaluation

2. Persons appointed to this position are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

**Selection Process:**

DPSCS employees who meet the minimum qualifications will be admitted to the examination for this classification. It is essential that you give complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. This list will be valid for one year and may be extended.

**Examination:**

The examination may consist of a rating of your education, training and experience related to the requirements of the position. You may be required to complete a qualifications supplement or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

**Application Process:** Mail a MD State Application (MS-100 Form) to:

**Department of Public Safety & Correctional Services  
Human Resources Division, Recruitment & Examination  
6776 Reisterstown Road, Suite 309  
Baltimore, MD 21215**

Application forms (MS-100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060 or downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

Issued: 6/8/10

Project# 10-4094-901

**Equal Opportunity/ADA Employer**